

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING

At the **Board of Trustees Meeting** on **26 Aug 2021** these minutes were **confirmed as presented**.

Name:	Hamilton Girls' High School
Date:	Thursday, 24 June 2021
Time:	5:30 pm to 8:13 pm
Location:	Hamilton Girls' High School Boardroom, Ward Street, Hamilton
Board Members:	Lale Ieremia (Chair), Batami Pundak, Emily Shute, Kristin Cato, Marie Gordon, Stan Goldsack, Matua Taki Turner
Attendees:	Fiona Benefield
Apologies:	Terri Hohneck, Greg Smith
Guests:	Megan Nightingale (PPTA rep, Teacher), Jessie Robertson (PPTA rep, Teacher), Nellie Wallace-Ward (PPTA rep, Teacher), Rebecca Early (SLT), Campbell Wood (SLT)
Notes:	Chad Hooker (Property Committee) put in his apologies for the MOE Capital Works item.

1. Karakia Timatanga

1.1 Meeting Opening

1.2 Attendees/Visitors

1.3 Apologies

2. In Committee 5.30pm

3. Public Meeting

3.1 Welcome to Visitors

3.2 Confirmation of minutes

Board of Trustees 27 May 2021, the minutes were confirmed as presented.

Board of Trustees 29 Apr 2021, the minutes were confirmed as presented.



Approval of Minutes

Approved

Decision Date: 24 Jun 2021
Mover: Batami Pundak
Seconder: Marie Gordon
Outcome: Approved

3.3 Conflict of Interest Register

The Chair requested whether everyone had updated the COI register. The Board Secretary to follow this up.

Also noted in general: The Chair explained the BoT process for approving reports and discussion only for key issues - otherwise recommendation to adopt and accept and move onto the next item.



COI Register

Board Secretary to follow up with the COI register

Due Date: 30 Jul 2021
Owner: Fiona Benefield

4. Monitoring

4.1 Principal's Report

- Pastoral review – established in 2020. Added visions and tensions.
- HGHS will move from vertical back to a horizontal structure 2022.
- Research from other schools into this also.
- The Principal working with the pastoral team and workshopping a few of these structures.

The Chair queried whether this is just to inform - that this will manage change and is from a staff consultation perspective, and whether there are issues.

The Principal had invited Rebecca Early (SLT) and Campbell Wood (SLT) to present to the Board on curriculum changes and the impact it's having. The Principal also noted it is important to highlight around workload and managing change.

Rebecca Early (SLT) then presented to the Board summarizing the NCEA Change Package Printout

- What's been covered and the how.
- Focusing on the why this is happening and targeting the heart – Teacher only day.
- Alongside this is the assessment redesign.
- Term 4 assessing will be according to curriculum document.
- Literacy. Appointed literacy coach. Looking at in depth analysis of data – reading and writing p.o.v.

- Big change with literacy and numeracy.
- 2021's Year 9s will be impacted. Look ahead to 2023, how are learning programs with that change?
- Reading Mileage – sitting alongside literacy aspect.
- Through HOF – decision to remain with NCEA level 1 for 2023.
- NCEA refresh is impacting social science area – big change for next year.
- Mana ōrite mō te mātauranga: (Toti West SLT input) Outline of plan mentioned by Rebecca Early.
- How to implement this without overwhelming staff NCEA Management section was read and next steps for Terms 3 & 4.

The Chair thanked Rebecca Early for her presentation and mentioned the school appears to be leading these changes. The Chair then asked (from a parent's perspective) how these changes measure up to what's been and how that becomes understandable from where it's moving to and what are the KPI's.

Rebecca Early mentioned an ideological shift, a holistic way and about how they are teaching with an attempt to move it away from assessment to what's been learned and how it's learned and remarked that implications of "how we teach" are huge.

The Chair suggested communicating a simple clear guideline with the school community, and a Trustee acknowledged that current newsletter updates on this matter were good. The Chair expressed concern with the unprecedented rapid change and how parents maximize this without feeling as if their kids are part of an experiment. The Chair queried how this change will affect the Pasifika School Community.

Matua Taki mentioned these changes are setting up for new students coming through.

Other Key points:

- This is a long journey.
- Reassure parents that staff are confident with their teaching and guidance.
- Challenges with what the ministry are feeding through – need more detail.
- Trustee Pundak asked what the board can do to support staff with this?
- The Chair suggested bringing concerns to MOE from a BoT perspective - with unclear terms it's difficult to govern. Trustee Pundak suggested a general letter highlighting concerns in terms of comms to the community.
- Parents would want to know if there are significant subject changes.
- Campbell West (SLT) mentioned the frustration will arise when there's a pause with what's been received from MOE and it stalls and there will be gaps. With each change – based on what's known so far – the school are currently in the best space. When 2023 comes round, and we haven't progressed, because MOE stalled. School has to enact this, but need resources from MOE.
- Comms with parents to continue.



Report Approved

Approved

Decision Date:	24 Jun 2021
Mover:	Marie Gordon
Seconder:	Batami Pundak
Outcome:	Approved

4.2 Whenu Structure

The Chair explained to the public attendees the Board's committee structure and how they connect with HGHS's Whenu with the goal to enact combination of governance, parent, staff, whenu leads as one into those groups - enabling a cross-sector discussion. Confusion can arise with whether it's a governance discussion or management one. The BoT opted to re-establish this sub-committee structure in order to support the Whenu & leadership in the school. From BoT's perspective, trustees are leading each committee, with staff, parents and experts from time to time brought in.

This meeting was an opportunity to congratulate the team with leadership changes, and open progression in this space, in parallel with Wellbeing. The BoT will also invite any interested parents to join on a regular basis. The Principal mentioned it is early days with these committees and the structure. Wellbeing, Sport for example – still in the infant stage and suggested bringing students aboard as well. Clarity, purpose and demarcation of roles, and more voices at the table is positive.

The Property Committee model is a good example. Parent, BoT, and School leader (CSM). This works within delegated authority structure that runs back through the Principal and the Board and allows participation and encourages a more broad discussion around school issues.

Trustee Pundak suggested it was an opportunity for participation from SLT, to highlight any areas of concerns and a chance to collaborate. The Chair explained not to confuse with staff's work and commitments - Committees are not there to replace but to provide governance and support.

The Board's goal is the committee would have had a robust discussion already making Board meetings more efficient. Committees keep governance informed then summarize, but keep the Meeting focused. Trustee Goldsack mentioned trying to allocate people into special interest areas.

The Chair listed all the Committees to the Public and emphasized it's about supporting the leadership. Currently the Principal is sitting on all the Committees, but the Board's hope is that the Principal only sits on a couple – as it's a big workload.

4.3 Property Committee Update

Capital Works Summary:

- Hostel painting exterior on track for Jubilee.
- Gym booked for next holiday.
- Masterplan – test and results from there. Still waiting on MOE.
- Hepburn booked for major refurbish – asbestos, carpet and lighting -shut down is beginning school holidays – Term 3.
- CSM mentioned initial stages with project manager and MOE.
- Architects will be firmed up, then meeting with briefing on what teaching and staff need. Tight timeframe but moving along as quickly as possible.
- Increase in roll gives opportunity for broader masterplan.
- CSM said there is a slight delay with feedback from MOE. Workshops not occurring until August now.

The Chair suggested it's an opportunity to continue a stakeholder view that could be held in a staff discussion. The Principal mentioned the next hui is in couple of weeks and would like the Architect to be there. The Chair mentioned having stakeholder feedback.

HCC Update:

When the Mayor approaches the school the Chair will respond. Ward Street hasn't gone well and HCC haven't consulted well. Other nearby businesses were also concerned they were not consulted enough. It appears HGHS's feedback hasn't been taken on board.

Karlene Verryt (CSM) stated the project was a trial with a limited budget. Students feedback were noted, but no budget for it currently. The Chair mentioned the budget was there, but HCC wanted it for a trial and it wasn't good enough that the school wasn't represented there.

The Principal is concerned around H&S aspect with lights, whether the school could have a barrier. Traffic is prioritised, then cyclists, then pedestrians.



Report Accepted

Report accepted and approved

Decision Date: 24 Jun 2021
Mover: Stan Goldsack
Seconders: Batami Pundak
Outcome: Approved

4.4 Finance Committee Update

Summary

- Actions from previous meetings were completed and now YTD actual is presented against YTD budget. Thank you to Karlene Verryt (CSM) and her team as this provides better transparency to the Board.
- May results good – higher surplus due to uniform, but will be curtailed when more stock ordered.
- Sonninghill – actual vs budget with surplus higher than planned.
- Maintenance contract – Trustee Goldsack touched on that.
- Committee reviewed fees for 2022 – compared with other schools. Decision to increase fees by 4% to \$13,520 (incl. GST). HGHS still slightly under other schools.

Donation Scheme Opt In 2022:

The Board to vote on passing a resolution confirming if the BoT wish to continue with the scheme. The school has opted out of this in the past and asked parents to donate.

Recommendation:

Recommend the Board opt in for 2022 for the donation scheme. The school will get standard funding from MOE and will not have to ask parents to donate. Unanimous Board approval to continue opting in.

Other:

BoT to be aware that work has started on Grant applications – The Chair is happy for it to be signed within the committee. This needs to be documented that this has been done: Trillian trust has been approved by the Board.



Approved

Approved
Decision Date: 24 Jun 2021
Mover: Batami Pundak
Seconders: Marie Gordon
Outcome: Approved

4.5 NZSTA Budget 2021 Information Update

The online information from NZSTA was mentioned and the Chair asked if there were any questions surrounding this. It was decided to table this for the next meeting and take comments following a review of this.

4.6 Wellbeing Committee

Trustee Smith put in his apologies but passed on that he has read the draft wellbeing policy and requested this reverts to the main committee after which can be submitted back to the BoT.

Staff Rep Cato mentioned they have had two meetings and followed the flow diagram and appears to be going well. The Principal will look at the H&S policy in two Mondays time.

Nellie Ward-Wallace (PPTA rep) mentioned it's currently going well and all the team have been on a work-safe course, they're all on the same page and that course was valuable.

The Chair noted that Trustee Smith's report on wellbeing was going to be a verbal update.

4.7 Sport Committee

Trustee Smith and the Principal have been collaborating on sport and a physical activity framework.

There is still discussion on the framework and next steps in bringing more people onto the committee, including promotion to staff and bringing on parents. This will be the next action for next month in how to progress that forward. It will address some other issues arising. The Principal met with sport staff today and they are positive.

Report noted.

4.8 Policies and Procedures

Summary:

In process of divvying up to most appropriate parts of SLT, and targeted people to streamline these policies. Once established with Trustee Hohneck that will roll out. Any changes will come back to committee, and then recommendation to the Board which will all be through school docs.

Staff Rep Cato mentioned that approval to the Board will be in a progressive manner and this has been prioritised. The Chair commented the sooner this can be done, the better and asked if an external resource can be adopted for this, and is conscious of being exposed. Staff Rep Cato mentioned they are aware and waiting on confirmation from Trustee Hohneck.

The PPTA timetable policy was mentioned. Sharleen Nathan or Craig Scrimgeour (SLT) will look at this - it's been directed through the appropriate people.

4.9 Health & Safety

Trustee Pundak advised from an Operation aspect - Another Waikato school shows and categorises accidents and near misses.

The Principal mentioned this needs review and will sit down with Chris Davis. A great framework is there but to make sure policies have also been voted on by staff. CSM, The Principal and Chris Davis will pull that together and get out to staff. It was noted there is a process of all mishaps and accidents and any trips that are high risk there is a structure. Noted also that this is part of the Boards responsibility to govern the H&S aspect.

The CSM mentioned there is a report on a mishap last month and will forward this to the Board Secretary and will make sure H&S reports go through the Board Secretary each time: Student slipped in the gym – this is under investigation by H&S. Noted that there is a school rule about wearing socks in the gym. The Principal advised there is a database. The Chair commented that

the committee should have the detail but a clear summary report comes through to the Board. PCPU is still the Board.



H&S Report

Remind the CSM of a clear summary report of H&S accidents/mishaps to the Board via the Board Secretary.

Due Date: 5 Jul 2021
Owner: Fiona Benefield

4.10 Staff Update

Summary:

- Staff reaching pinch point at end of term
- Parent teacher interviews next week
- NCEA curriculum consuming time and energy.

The PPTA rep commented that the school is changing positively and there's good feedback for the Board and the Principal.

Verbal report was noted and accepted.

4.11 Student Update

Student Rep Shute would like to vote/move that the report will be taken as read and accepted. The Chair noted that the Student Rep is welcome to invite any other students along to the meeting.



Report Approved

Approved

Decision Date: 24 Jun 2021
Mover: Emily Shute
Seconder: Kristin Cato
Outcome: Approved

4.12 Foundation

- Key areas to invest in are academic achievements & sports
- Meeting with another Waikato school on their Foundation:
 - Employed for 20 hours. Trust donates and covers the salary.
 - Everything else is sponsorship, and also donations.
 - This resource would love to help HGHS establish something and is available short-term. The idea was suggested bringing this resource on as a co-opted board member.
- This would work better if there is a strong group of alumni to become trustees.
- To maximise for the Jubilee, would need to act quickly.
- What would the Foundation look like
- What would the Capital be used for

- Seek long term partners with sports program.
- Companies would want to be part of the uniform
- Random teams seeking small sponsorships rather than bigger opportunities.
- Establish endowment fund and provide capital expenditure are ideas.

Discussion on whether the Board are happy to proceed

The CSM mentioned talking to other schools where the Foundation hasn't worked and other girls' schools before committing to employing someone. The Principal suggested there is a slight difference between girls and boys school's Foundations.

Trustee Pundak said the resource is only available for a short time, and that it wouldn't expect to break-even for the first 6 months but after that could be positive. The Chair suggested looking at contracting someone first with a shorter time-frame.

Concerns were expressed and the time and effort into this if only \$50k raised and how to establish the Alumni in the first place. It would need to have a strong Alumni Trust to drive this and enthusiastic leaders. The Chair suggested seeking cultural people/parties to support the Foundation and apply for a grant. Put more effort into that initially, then over time build up the Alumni.

The Chair recommended Trustee Pundak, the CSM and the Principal meet first and progress this discussion and also talk to the Chair of this Waikato School. Then come back with a more formal recommendation. It's noted that there is interest but still caution. Need to be more deliberate with getting a list together of Alumni, and put a plan together.

With regards to the Jubilee, the Principal will be speaking, and nice to have someone from the Board (The Chair) to speak also.

All the points discussed were noted, and everyone agreed with the Foundation next steps, review and recommendations.

5. Close Meeting

5.1 Close the meeting

Next meeting: Board of Trustees Meeting - 26 Aug 2021, 5:30 pm

Read and Confirmed:

L Ieremia

Chairperson

Signature: _____



Date: 6 September 2021